



EMBASSY OF THE UNITED STATES OF AMERICA COLOMBO, SRI LANKA

INSTRUCTIONS FOR DIVERSITY VISA APPLICANTS

Read the following instructions carefully and prepare your documents.

Section A: Please email the following information to consularcolombo@state.gov as soon as you receive your appointment letter.

1. **G.C.E. A/L results sheet reference number for the Diversity Visa winner** - Apply for the principal applicant's (Diversity Visa winner) G.C.E A/L results sheet from the Examination Department at Pelawatte, Battaramulla. The Examination department will send you a reference number for you to collect the results sheet, this number will be sent as an SMS. **Email the reference number along with the name, date of birth and case number to consularcolombo@state.gov. Please do not collect your results sheet.** Please note that our office requires only the Diversity Visa winner's G.C.E. A/L certificate reference number and not the spouse's.

You are required to bring the documents on section "B" for your Diversity Visa Interview. Please be present only 05 minutes before you interview time

Section "B": Please bring the following documents when you come for your Visa interview.

1. Fill in the DS-260 form online. <https://ceac.state.gov/ceac/> and bring the confirmation receipt page
2. Passport Valid at least for six months or more from your intended travel date of travel to the U.S.
3. Two 2" x 2" front view, light background and color photograph without covering any part of the face and without spectacles
4. **Civil Documents**
 - Original Birth Certificate, Translations & one set of Photocopies
 - Original Marriage certificates, Translations & one set of Photocopies
 - (If applicable) Original Divorce Certificate-Decree Absolute, Translations & Photocopies
 - (If applicable) Original Death Certificate of Spouse Translations & one set of Photocopies
5. **Affidavit of Support (Form I-134)** from the U.S. sponsor. You must provide one of the following documents to accompany the Affidavit of Support.
 - Internal Revenue Service (IRS) transcripts for the most recent tax year /
 - Federal Individual Income Tax returns with a copy of form W-2 and Form 1099 that relates to the petitioner's / U.S. sponsor's returns.
 - **Obtaining Tax Transcripts**, you may use IRS Form 4506-T to request tax transcripts from the IRS. <https://www.irs.gov/individuals/get-transcript>
6. **Completed Medical Examination Forms** – These are provided by the panel physician after you have completed your medical examination and vaccinations. Please contact one of the following physicians and obtain the medical reports before your interview

Panel Physicians:

Dr. Geetha P. Liyanage / Dr. Nimal Herat-Gunaratne

Asiri Surgical Hospital Ltd.

21, Kirimandala Mawatha

Colombo 05

Telephone No: 011-4524400, 011-4542818, 011-4542819

Email: geethaliyanage@hotmail.com Email: nimalg2001@yahoo.com

7. **Fee** - \$330- or Sri Lankan Rs. 125,400/- per person.

Please bring exact change. Our cashiers are not allowed to accept damaged, scribbled or mutilated notes; please check the notes for good quality. We also recommend bringing some extra cash, it will be helpful if there is a change in the dollar exchange or if any of the notes are damaged.

8. **Police and other Clearance Certificates** – Applicants aged 16 years and older must present police clearance certificates from the Police Head Quarters in Colombo, Sri Lanka.

Submit your application for Police clearance certificate at the Police headquarters – 31, Olcott Mawatha, Pettah, Colombo 12 (Police Welfare Building at the Police headquarters) with the following documents:

- Photocopy of National ID card.
 - Women, who use their husband's family name, must submit a copy of the marriage certificate and an affidavit stating the maiden name and the name after the marriage.
- Photocopy of Birth Certificate.
- Photocopy of passport.
- A fee of Sri Lankan Rupees 1,500/-

Embassy requires a Police clearance report that covers from the age of 16. While filling the application, you may request for a clearance "from birth". The clearance certificate will be mailed to your address by registered post in approximately 3-4 weeks. Download the application form for the police clearance certificate. (<http://www.police.lk/divisions/clearance.asp>). Application forms are available at the police headquarters.

- **Other Country Police Clearance certificates** – Applicants aged 16 years and older must also present police clearance certificates from other countries where they have lived for more than a year after reaching the age of 16. Some countries require police clearances for more than six months stay. So, if you have lived in another country for more than six months, please check this page for additional information. State Department's website on country specific information on police clearances. <https://travel.state.gov/content/visas/en/fees/reciprocity-by-country.html>
- **Court and Prison Records** – Applicants who have been arrested, charged, or convicted of a crime must present copies or transcripts of court and /or prison records relating to the crime or offense.
- **Military records** – Applicants who have served in the military or police should present records of their military service records.

Documents required only for the principal applicant (Diversity Visa winner):

1. Other Educational Certificates & Photocopies. Please bring the A/L certificate issued from the school.
2. Letter from the Employer (Only for the applicants who do not have A/Ls and applying with their employment qualification).

Sri Lankan names are often much longer than Western names. It is extremely important that all names on your birth certificate, petition and passport are in the same order and spelled the same. If there is a discrepancy, it must be rectified prior to your interview date.

In the case of minor children (below 18 years of age at the time of interview) of divorced parents, it is necessary that either the non-immigrating parent present himself/herself to grant his/her consent by signing an affidavit in the presence of the interviewing officer or that the immigrating parent present a court document granting the one parent sole custody & the withdrawal of visitations rights of the other parent.